



DAILY WORKSHOP INSPECTION

The supervisor or workshop coordinator should record any concerns or problems that exist, and then any action needed.

Where practicable, the problem should be rectified at the earliest convenience, including during the inspection. Any outstanding issues should be highlighted to the workshop or maintenance lead and if necessary recorded in the everyday occurrences book for further action.

NOTE – if significant new hazards are identified, the work must stop, and controls implemented before continuing.

Daily on arrival check:

- Fire escape routes are clear of obstruction and suitably signposted
- Walkways are clean, clear of obstructions and/or slipping/trip hazards
- All emergency, warning, safety & hazard signage is in place & visible
- Lighting is adequate and operational
- The room temperature and ventilation is adequate/turned on
- Hand washing facilities are stocked, cleaned and functional
- The first aid kit accessible and in place
- The fire equipment (extinguishers) is accessible and clear of obstruction.

On exit ensure:

- Benches are clear and clean
- The floor is clean and clear of obstructions
- All tools are returned to their correct place
- All scrap has been processed, and waste disposed of correctly
- The bins are empty
- All mugs have been washed and dried and returned to the correct place
- The sink is clean
- Any outside space used is clean
- The windows are closed and locked
- Workshop session cash is reconciled, cash tin in secure cupboard and cupboard lock
- All lighting turned off
- Bolt the double doors and lock internal workshop door
- Turn off all machinery at isolating switch in boot room.

Carried out by _____

Date _____



WORKSHOP INSPECTION CHECKLIST

Monthly check during workshop operation. record any concerns or problems that exist, and then any action needed. Where practicable, the problem should be rectified at the earliest convenience, including during the inspection. Any outstanding issues should be highlighted to the workshop or maintenance lead.

INSPECTION

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Fire escape routes clear of obstruction and suitably signposted												
Workshop relatively tidy												
Walkways clear of obstructions and/or slipping/trip hazards												
All emergency, warning, safety & hazard signage in place & visible												
safety devices, guards in place and working correctly												
Interlocked guards operational												
Work holders, jigs or push sticks accessible												
Operating controls clearly marked to show what to do												
Lighting adequate and operational												
Ventilation and room temperature adequate												
First aid kit accessible and in place												
Fire equipment (extinguishers) accessible and clear of obstruction												
Extraction saw dust bags with adequate capacity												
Adequate suitable PPE available for emergency use												
Under bench storage with adequate capacity												
Tools in their correct place												
Scrap processed, and waste disposed of correctly												
Kitchen functional and stocked												
Hand washing facilities stocked and functional												
Cash tin and petty cash tins reconciled, record books updated												

CHECKED ANNUALLY BY _____

DATE _____

Inspection records must be returned to management office and filed for a minimum of 5 years